

For the connection via video communication, please note the following points:

Tips for optimal functionality

- 1. Internet access:** The minimum requirement for video communication is a stable upload/download bandwidth of 5 Mbit/sec.; the recommendation is to use 10 Mbit/sec. Please ensure a stable WIFI connection or connect your laptop or PC to the internet via cable. If possible, please close all other applications that require bandwidth and computing power.
- 2. VPN connection:** Please note that if you connect via an active VPN connection (virtual private network), the transmission quality of your live performance may be reduced or your camera or microphone may not be allowed to use. Therefore, please deactivate such a VPN connection if possible.
- 3. Device and browser:** Please use hardware with a current operating system and an integrated or wired camera in landscape format. A headset can be helpful for audio quality. All common browsers in the current software version are permitted: e.g. Google Chrome, Microsoft Edge, Mozilla Firefox and Safari. For best results, Google Chrome or Microsoft Edge are recommended as well as Safari on mobile iOS devices. You must allow the browser to access the camera and sound in your settings.
- 4. Access:** Please note that you must be logged into the password-protected online service for shareholders with the shareholder number with which you have requested to speak. After the chairman of the General Meeting has called your name, a dialogue window will appear in the password-protected online service for shareholders. Following your confirmation, you can enter the virtual waiting room.
- 5. Functionality check:** After entering the virtual waiting room, you will be met by our technical staff (operator) to check your video and audio quality. Please remain in the virtual waiting room until the operator contacts you.
- 6. Speech:** After the successful test of the technical functionality of your video communication, you will be connected live to the General Meeting as soon as the chairman of the General Meeting calls you by name. After the chairman has given you the floor, you can start speaking.

Tips for your live performance

- 1. Environment:** Please ensure a quiet environment with as little background noise as possible. If possible, place your end device on a firm surface and try to avoid jerky movements that can cause the camera to shake.
- 2. Lighting:** Please make sure to illuminate yourself well when speaking (e.g. with a lamp that illuminates the face with a pleasant brightness). Avoid bright light sources in your background or from the side, such as a bright window.
- 3. Camera position:** If possible, place your camera in such a way that you are in the centre of the picture and can look frontally into the camera. Set the camera in 16:9 landscape format.
- 4. Other:** Please mute mobile phones and do not place them directly on the laptop or PC, as this could cause interference. If possible, please close e-mail programs and messenger services outside of the password-protected online service for shareholders to avoid notifications (e.g. sounds) that could distract you from your speech and might be audible in the broadcast.